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ADVISORY CIRCULAR

GUIDE FOR DEVELOPING AND EVALUATING REPAIR STATION
INSPECTION PROCEDURES MANUALS



DEPARTMENT OF TRANSPORTATION
Federal Aviation Administration
Washington, D.C.

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Subject: GUIDE FOR DEVELOPING AND EVALUATING REPAIR STATION
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1. PURPOSE. This advisory circular (AC) provides information for developing and evaluating a repair station inspection procedures manual. This information sets forth an acceptable means, but not the only means, of complying with referenced regulations.
2. RELATED FEDERAL AVIATION REGULATIONS (FAR). FAR Parts 43, 91, 121, 125, 127, 135 and 145.
3. BACKGROUND. The development of a repair station inspection procedures manual that adequately covers all pertinent FAR and the repair station's inspection system has proven to be a time-consuming task for the operator and the Federal Aviation Administration. This guide was developed to reduce that time and to provide a standardized format that may be used to develop a manual that contains a repair station's inspection procedures.
4. DISCUSSION. This document is intended for use as a guide for the development and evaluation of the repair station's inspection procedures manual required by FAR Section 145.11(a)(2) and Section 145.45(f).
 - a. This guide is not intended to provide a complete sample inspection procedures manual for all repair stations. "Examples" in Appendix 1 are intended to illustrate a requirement related to the FAR. Each inspection procedures manual should be developed within the ratings authorized and the size and complexity of the station. It is important to note that the inspection procedures in the manual are necessary for a satisfactory quality control system, and those procedures should be designed for use by the repair station to satisfactorily perform under its rating(s). In that regard, a repair station with a Limited Specialized Service Rating for Nondestructive Testing would have a different inspection system criteria than a repair station with a Class 3 Airframe Rating. Material is included in portions of this document which may not directly relate to or be required by a referenced

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FAR. However, that material is considered to be valuable as a part of a system for repair station management and illustrates integration of the required inspection procedures and other FAR Part 145 requirements into such a system.

b. A complete inspection procedures manual should at least:

- (1) Satisfy the minimum requirements of the FAR.
- (2) Accurately describe the repair station operations as related to its ratings.

c. The repair station manual content requirements are outlined in FAR Section 145.45(f) and Section 145.51(d)(3). The following is a brief outline of those manual requirements:

- (1) Detailed explanation of the repair station's inspection system.
- (2) Details for the continuity of inspection responsibility.
- (3) Detailed system of inspecting incoming material.
- (4) Detailed system of preliminary inspection.
- (5) Detailed system for hidden damage inspection.
- (6) Reference to manufacturer's inspection standards for a particular article when applicable or necessary.
- (7) Sample of inspection forms and the method of their execution or reference to a document in the forms manual.
- (8) Methods and procedures for training inspection personnel.
- (9) Approved procedures governing work performed outside the repair station.
- (10) Procedures for acceptance of work performed by other facilities.
- (11) If applicable, procedures for work performed for air carriers (FAR Section 145.2).

d. An air carrier with an FAA approved repair station rating(s) may make its repair station's inspection procedures manual a part of its air carrier manual provided all of the manual requirements of FAR Part 145 are satisfied.


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